

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (x) EXISTING POSITION

PART I - Position Description

1. Agency Name Department For Children and Families		9. Position Number K0069347	10. Budget Program Number 29500
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Social Work Specialist	
3. Division East Region DCF		12. Proposed Class Title	
4. Section Program and Service Integration		13. Allocation	
5. Unit Prevention and Protection Services		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City OttawaCounty FR		15. By Approved	
7. (Circle appropriate time) Full TimePermInter Part TimeTemp%		16. Audit Date:By: Date:By:	
8. Regular Hours (circle appropriate time) From: 8:00AMTo: 5:00PM		17. Position Reviews Date:By:	

PART II - Organizational InformationArea for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The purpose of the position is to assess reports of suspected abuse and or neglect to protect children and strengthen family systems. Short term interventions are provided as needed. If children are placed out of home, professional social work services are provided to the child and family through coordination with contractors to reach permanency. The social worker will monitor services provided by the contractor per DCF regulation and directives.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)
Name: Laura HarrisTitle: Social Work SupervisorPosition Number: K0050119

Who evaluates the work of an incumbent in this position.
Name: Laura HarrisTitle: Social Work SupervisorPosition Number: K0050119

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Work performed under general direction, requiring initiative and exercise of independent judgment. Verbal and or written assignments are guided by Agency and Commission Policy Manuals, Handbooks, Commissioner and Secretary Letters and Local policy and procedures. The work will be performed with latitude for independent judgment and action, seeking supervisory consultation as needed.

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury of incapacitation.
 - (x) Loss of life, disruption of operations of a major agency.

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21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)
What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M
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		<p>In addition to the tasks below, the incumbent is expected to demonstrate a commitment to customer service and integrated service delivery. The incumbent will work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community. This position may be required to provide coverage in other service centers/counties within the region.</p> <p>ASSESSMENT:</p> <p>Receives assigned reports of families where children are suspected of being in need of care as directed by KSA 38-(50) (A), establishes contact with all required family members to assess child abuse and neglect allegations within the assigned time frame. Makes timely collaborative contact with schools, courts, multi-disciplinary teams, mental health, law enforcement, and other service providers to assess child safety per DCF regulation.</p> <p>Conducts assessments of alleged abuse and neglect, completes and prepares a written assessment within established time lines. Makes referral to law enforcement, county attorney and the court as appropriate.</p> <p>Provides short term, intensive and preventative social work intervention. Assist the family in formulating a child safety plan and jointly develops a family case plan with family if services are needed. Maintains clear records of services provided and documents progress in meeting goals, including writing the basis for finding decision.</p> <p>CASE MANAGEMENT/PRIVATE AGENCIES:</p> <p>Prepares timely opening packets on children brought into custody by completing placement referrals, medical consents, and all required forms necessary for referral, as well as obtaining current or emergency medical card.</p> <p>Staffs with supervisor all reports assigned containing abuse/neglect allegations within the required time line. Actively participates in supervisor conferences and case consultation informing supervisor of significant case development and problems. Attends and participates in regularly scheduled unit meetings as well as group supervision within the unit meetings.</p> <p>Utilizes agency forms to provide complete and accurate referrals to the private contractor within contract guidelines. Assures all appropriate paperwork and information is provided.</p> <p>Attends mandatory, including 24/48 hour meetings and attends initial case plans.</p> <p>Provides written reports to court when needed for upcoming court hearings. Prepares requests for the filing of Child in Need of Care petitions, based upon the expectation/procedure established by the County Attorney and provides all supporting evidence within time frames. Provides legal documentation and legal status changes to the private agency. Provides court testimony in Child in Need of Care cases in which DCF custody is requested or given to DCF by the court, as well as criminal cases in which the perpetrator of the abuse/neglect is charged.</p> <p>AGENCY/PUBLIC RESPONSIVENESS:</p> <p>Responds in a positive, professional manner to clients, community and other professionals. Seeks to resolve differences in a positive manner and within DCF rules and regulations. Utilizes formal information training opportunities and professional readings to enhance knowledge and skills in family assessment, social work intervention, leadership and teamwork. Completes all other duties as assigned.</p>
55	E	
35	E	
10	M	

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to provide social work services in an adequate and timely manner could result in a child having to be removed out of their parental home, which could result in termination of parental rights in which emotional trauma would accompany, or could result in serious harm, permanent injury or death of a child. Failure to observe procedures could result in violation of State and Federal Laws and regulations with a loss of eligibility for program funding.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Employee will have daily contact with children and families who are referred/reported to the agency for services and will have frequent contact with law enforcement agencies, court officials, members of multi-disciplinary teams, community service providers and members of the public.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee will be involved in ongoing interactions with children and families under stress and may face hostility and resistance. Family contacts may take place in homes or neighborhoods where known and unknown dangers and unlawful activities, are taking place. The work schedule may involve contacts with children, families and others at times when the agency is not normally open for business.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Extensive use of automobile and telephone. Use of camera, video camera, audio recordings. Daily use of general office equipment and computers.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Licensed to practice Social Work in the State of Kansas at time of hire.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Must have a valid driver's license.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Protective services
Assessment skills
Case documentation
Caseload management

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The work environment involves hazards, risks or discomforts typical of working with the community (e.g., dogs, rodents, deteriorated homes and hostile clients). Exposure to disagreeable weather conditions and extreme levels of temperature, ventilation, lighting and sounds are normal. Serious injury is possible.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Skills and experience managing anger and hostility. The ability to approach clients with difficult topics in a non-threatening, non-judgmental manner.

To ensure safety of employees and customers, East Region staff and vendors are expected to display their access badges when at the work site and to comply with approved safety policies.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date